SPANISH VERB REVIEW

GENERAL INFORMATION A verb is a word that shows action or a state of being. Every complete sentence must have a verb. Spanish verbs are based in the **infinitive**. Spanish infinitives are divided into three groups or **conjugations**:

1st conjugation	**-ar** verbs
2nd conjugation	**-er** verbs
3rd conjugation	**-ir** verbs

Spanish infinitives and verb forms can be divided into two component parts: the **stem**--the part that remains after removing the infinitive ending--and the **ending**--the part that is attached to the stem. Both of these parts communicate vital information. For example:

stem	***ending***
habl	**ar** (infinitive = "to")

what? -- meaning (speak)

who? -- person (1st, 2nd, 3rd)
how many? -- number (singular/plural)
when? -- tense (past/present/future)
how? -- mood (indicative, etc.)

The **meaning** of the verb is self-explanatory. In the example above **habl** means "speak, talk". **Person** tells who is speaking or who is being spoken to or about. **First person** is the speaker, "I" in English, "yo" in Spanish. **Second person** is the person(s) being spoken to, "you" in English, "tú, vosotros, usted, ustedes" in Spanish. Third person refers to the person(s) or thing(s) being spoken about, "he, she, it, they" in English, "él, ella, ellos, ellas" in Spanish. **Number** is simply singular or plural. For example, **first person singular** is "I" in English, "yo" in Spanish, while **first person plural** is "we" in English and "nosotros, nosotras" in Spanish. **Tense** is simply another word for **time**. It can only be past, present or future. Finally, **mood** indicates the tone or circumstances of the sentence. For example, the **indicative mood** is used to indicate, state or ask information. The **subjunctive mood** is used to express doubt, denial or uncertainty. The **imperative mood** is used for commands. The **conditional mood** expresses the English equivalent of "would."

There is another verb feature called **aspect**. The **perfect** is used in compound tenses, formed by the auxiliary verb **haber** and the **past participle** of the main verb, as in the verb phrase "I have studied", "(yo) he comido" in Spanish. The **imperfect** is used to express past action that is ongoing, habitual or continuous. Finally, a verb can be **non-progressive**--"hablo", or **progressive**--"estoy hablando."

It is the combination of these four factors--**person, number, tense, mood** that result in the more than fifty forms each Spanish verb has. But, keep in mind the important role played by **patterns** in learning these many verb forms. The key to mastering Spanish verbs is becoming familiar with the small number of fairly consistent patterns, and not trying to memorize all forms of all verbs.

Another important characteristic that makes Spanish different from English is that Spanish verbs are **synthetic**, whereas their English counterparts are **paraphrastic**. What this means is that Spanish condenses or synthesizes information (often) into a single verb form that requires a verb phrase in English. For example, "hablo" can mean "I speak, I do speak, I am speaking", depending on one's intention or interpretation.

THE PRESENT INDICATIVE This tense is used to express or ask about action taking place in the present, or action which takes place in general. There are five groups or patterns in this tense.

1. **Regular Verbs**. Remove the infinitive ending (-ar, -er, -ir) and attach one of the following endings to the stem:

-ar verbs		**-er verbs**		**-ir verbs**	
-o	-amos	-o	-emos	-o	-imos
-as	-áis	-es	-éis	-es	-ís
-a	-an	-e	-en	-e	-en

2. **Irregular Verbs**. Since there is no predictable pattern for these verbs' forms, they are generally memorized:

ser - to be		**estar - to be**	
soy	somos	estoy	estamos
eres	sois	estás	estáis
es	son	está	están

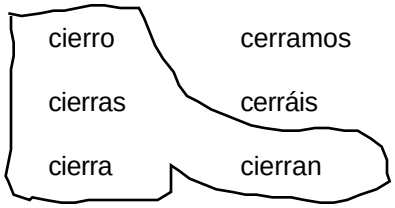
ir - to go		**haber - to have**	
voy	vamos	he	hemos
vas	vais	has	habéis
va	van	ha	han

3. **Irregular First Person Singular Only (*Yo* Form) Verbs**. All of the verbs in this group have an inexplicably irregular "yo" form. **All other forms of these verbs are regular**. Note that verbs marked with an asterisk (*) belong to more than one group:

infinitive	**meaning**	***yo* form**
caber	to fit, be contained	quepo
caer	to fall	caigo
-cer	conocer, merecer, etc.	-zco
dar	to give	doy
decir*	to say, tell	digo
-ducir	conducir, traducir, etc.	-duzco
hacer	to do, make	hago
oír*	to hear	oigo
poner	to put, place, set	pongo
saber	to know	sé
salir	to leave, go out	salgo
tener*	to have, possess	tengo
traer	to bring	traigo
venir*	to come	vengo
ver	to see	veo

4. **Stem-change (shoe) Verbs**. These verbs make predictable internal changes as noted below, but still use the regular endings. For example:

cerrar (ie) - to close



o - ue

contar - to count
costar - to cost
dormir - to sleep
encontrar - to find, meet
llover - to rain
mostrar - to show
poder - to be able
probar - to test, try
recordar - to remember
volver - to return

e - ie

comenzar - to begin, start
empezar - to begin, start
entender - to understand
extender - to extend
nevar - to snow
pensar - to think, plan
perder - to lose
preferir - to prefer
querer - to want, wish, love
sentir - to feel
tener* - to have
venir* - to come

e - i

decir* - to say, tell
elegir* - to elect
freír* - to fry
pedir - to request, ask for
reír* - to laugh
repetir - to repeat
seguir* - to follow, continue
servir - to serve
sonreír* - to smile

u - ue

jugar - to play

5. **Spelling-change Verbs**. These verbs make somewhat predictable spelling changes, but still use regular endings:

A. **Verbs ending in -GER and -GIR**: Change G to J to maintain the "soft g" sound in the ***yo*** form only. Examples include:

coger - to get, catch	cojo
corregir* - to correct	corrijo
dirigir - to direct	dirijo
elegir* - to elect, choose	elijo
escoger - to select, pick, choose	escojo
exigir - to demand	exijo
recoger - to pick up, collect	recojo

B. **Verbs ending in -GUIR**: Drop the silent U to maintain the "hard G" sound in the ***yo*** form only. Examples include:

conseguir* - to obtain, get	consigo
distinguir - to distinguish	distingo
extinguir - to extinguish	extingo
seguir* - to continue, follow	sigo

C. **Verbs ending in -UIR (but not -GUIR or -QUIR), and OÍR***: Change I to Y in the "shoe" forms. Examples include:

construir - to construct		
contribuir - to contribute	construyo	construimos
destruir - to destroy		
distribuir - to distribute	construyes	construís
fluir - to flow		
huir - to flee, run away	construye	construyen
influir - to influence		
oír* - to hear		

D. **Verbs ending in -IAR, -UAR, and REUNIR**: Accent I or U in the "shoe" forms. Examples include:

confiar - to trust, confide	confío	confiamos
continuar - to continue		
enviar - to send	confías	confiáis
fiar - to trust		
guiar - to guide, lead	confía	confían
reunir - to gather, meet		

E. **Verbs ending in -EÍR**: Accent i in all forms. Examples include:

freír* - to fry	frío	freímos
refreír* - to reheat, saute		
reír* - to laugh	fríes	freís
sonreír* - to smile		
	fríe	fríen

THE PRETERIT (past indicative) The preterit is used to express simple, completed action in the past, often associated with a "point" in time and translated as "-ed" in English. Words or time expressions often calling for the preterit are **ayer, anoche, anteanoche, esta mañana, el/la ... pasado/a, hace ... días,** etc.

1. **Regular Verbs**.

-ar		**-er**, **-ir**	
-é	-amos	-í	-imos
-aste	-asteis	-iste	-isteis
-ó	-aron	-ió	-ieron

2. **Irregular Verbs**.

ir - to go **ser - to be**		**dar - to give**		**ver - to see**	
fui	fuimos	di	dimos	vi	vimos
fuiste	fuisteis	diste	disteis	viste	visteis
fue	fueron	dio	dieron	vio	vieron

3. **New-stem Verbs**. These verbs form a totally new stem and **all** take the following endings:

-e	-imos
-iste	-isteis
-o	-ieron (-eron after J)

New-stem verbs fall into the following three categories:

-a stem		**-i stem**			**-u stem**
traer	traj-	decir	dij-	andar	anduv-
		hacer	hic-	caber	cup-
			(hizo)	estar	estuv-
		querer	quis-	haber	hub-
		satisfacer	satisfic-	poder	pud-
			(satisfizo)	poner	pus-
		venir	vin-	saber	sup-
				tener	tuv-
				-ducir	-duj-

4. **Stem-change (loafer) Verbs**. Most stem-change verbs are regular in the preterit. That is, their stem vowel does **not** change. However, **-ir stem-change verbs** change O - U or E - I in third persons only:

dormir (ue,u) - to sleep		**pedir (i,i) - to request**	
dormí	dormimos	pedí	pedimos
dormiste	dormisteis	pediste	pedisteis
d**u**rmió	d**u**rmieron	p**i**dió	p**i**dieron

Examples: **mentir (ie,i), morir (ue,u), preferir (ie,i), repetir (i,i), sentir (ie,i), servir (i,i), vestirse (i,i)**

5. **Spelling-change Verbs**. Endings are regular, stems go through changes.

A. **Verbs in -ZAR**: change Z to C in the first person singular only.
Examples: **almorzar, avergonzar, empezar**
almorcé, avergoncé, empecé

B. **Verbs in -GAR**: change G to GU in the first person singular only.
Examples: **jugar, llegar, colgar, rogar**
jugué, llegué, colgué, rogué

C. **Verbs in -CAR**: change C to QU in the first person singular only.
Examples: **buscar, colocar, indicar, tocar**
busqué, coloqué, indiqué, toqué

D. **Verbs in -GUAR**: place dieresis (ü) over U in the first person singular only.
Examples: **averiguar, apaciguar, amortiguar**
averigüé, apacigüé, amortigüé

E. **Verbs in -EER, -EÍR (I,I), -UIR, CAER, and OÍR**: accent I in all forms (-EÍR verbs do not accent I in -IERON); and change I to Y in third person singular andplural (except -EÍR).
Examples: **caer, creer, leer, construir, huir, freír, reír, sonreír**.
caí, caíste, cayó, caímos, caísteis, cayeron
creí, creíste, creyó, creímos, creísteis, creyeron
huí, huíste, huyó, huímos, huísteis, huyeron

THE IMPERFECT The imperfect is used to: (1) express repeated, customary or habitual action in the past (English "used to"); (2) express mental activity in the past; (3) describe in the past with no direct action taking place (to set the scene); and (4) express a continued (ongoing) past action which is interrupted by some other action (English "was" or "were" "-ing"); the latter verb will be in the preterite.

1. **Regular Verbs**.

-ar		**-er, -ir**	
-aba	-ábamos	-ía	-íamos
-abas	-abais	-ías	-íais
-aba	-aban	-ía	-ían

2. **Irregular Verbs**.

ir - to go		**ser - to be**		**ver - to see**	
iba	íbamos	era	éramos	veía	veíamos
ibas	ibais	eras	erais	veías	veíais
iba	iban	era	eran	veía	veían

THE PRESENT SUBJUNCTIVE This tense is used to imply **subjectivity**. That is, there exists the **possibility** that the action may or may not take place, usually expressed as a question, negative, feeling, or command. Note the following examples:

Espero que **vayan** pronto. (I hope they leave soon.)
¿Es posible que **llueva**? (Is is possibly going to rain?)
No creen que yo **pueda** hacerlo. (They don't think I can do it.)
¡**Hablen** Uds. en voz baja! (Speak in a quiet voice!)

Most expressions calling for the subjunctive in Spanish have ***two subjects*** and ***two verbs***, whose clauses are separated by ***que***, as in the first three examples above. However, if the subjects are the same, the infinitive replaces the subjunctive:

Espero salir pronto. (I hope to leave soon.)
¿Es possible comer ahora? (Is it possible to eat now?)

1. **Regular Verbs**. Remove the infinitive ending and use the ***opposite endings***:
   -er endings for -ar verbs and **-ar endings for -er and -ir verbs**.

-ar verbs		**-er, -ir verbs**	
-e	-emos	-a	-amos
-es	-éis	-as	-áis
-e	-en	-a	-an

2. **Irregular Verbs**. There are only six **unpredictable** verbs in the present subjunctive:

ir - to go		**ser - to be**		**dar - to give**	
vaya	vayamos	sea	seamos	dé	demos
vayas	vayáis	seas	seáis	des	deis
vaya	vayan	sea	sean	dé	den

haber - to have		**saber - to know**		**estar - to be**	
haya	hayamos	sepa	sepamos	esté	estemos
hayas	hayáis	sepas	sepáis	estés	estéis
haya	hayan	sepa	sepan	esté	estén

3. **Stem-change (shoe) Verbs**. All "shoe" verbs use the above endings and go through the same stem-changes (U-UE, O-UE, E-I,E-IE) as in the present indicative. However, "shoe" verbs ending in **-ir** make additional changes of O-U and E-I in ***nosotros*** and ***vosotros*** (shoe verbs with "laces"). For example:

dormir (ue,u)		**sentir (ie,i)**		**repetir (i,i)**	
duerma	d**u**rmamos	sienta	s**i**ntamos	repita	rep**i**tamos
duermas	d**u**rmáis	sientas	s**i**ntáis	repitas	rep**i**táis
duerma	duerman	sienta	sientan	repita	repitan

4. ***Yo* Form Verbs**. You will recogize these verbs as having an irregular ***yo*** form in the present indicative. In the present subjunctive, that same ***yo*** form is used as the stem, to which the subjunctive endings are added. For example **caber** - to fit, has the irregular ***yo*** form ***quepo***. Simply drop the final -O and add the opposite endings: ***quepa, quepas, quepa, quepamos, quepáis, quepan***.

Infinitive	***Yo* Form**	**Subjunctive**
caber	quepo	quepa, quepas, ...
caer	caigo	caiga, caigas, ...
-cer	-zco	-zca, -zcas, ...
decir	digo	diga, digas, ...
-ducir	-duzco	-duzca, -duzcas, ...
hacer	hago	haga, hagas, ...
oír	oigo	oiga, oigas, ...
poner	pongo	ponga, pongas, ...
salir	salgo	salga, salgas, ...
tener	tengo	tenga, tengas, ...
traer	traigo	traiga, traigas, ...
valer	valgo	valga, valgas, ...
venir	vengo	venga, vengas, ...
ver	veo	vea, veas, ...

5. **Spelling-change Verbs**. The forms of these verbs in the present subjunctive are similar to their indicative counterparts, except that opposite endings are used.

   A. **Verbs ending in -GER and -GIR**: Change G to J to maintain the "soft G" sound in all forms.

coger	coja, cojas, ...
corregir (i,i)	corrija, corrijas, ...
dirigir	dirija, dirijas, ...
elegir (i,i)	elija, elijas, ...
escoger	escoja, escojas, ...
exigir	exija, exijas, ...
recoger	recoja, recojas, ...

   B. **Verbs ending in -GUIR**: Drop the silent U to maintain the "hard G" sound in all forms.

conseguir (i,i)	consiga, consigas, ...
distinguir	distinga, distingas, ...
extinguir	extinga, extingas, ...
seguir (i,i)	siga, sigas, ...

   C. **Verbs ending in -UIR (but not -GUIR or -QUIR)**.

construir	construya, construyas, ...
contribuir	contribuya, contribuyas, ...
destruir	destruya, destruyas, ...
distribuir	distribuya, distribuyas, ...
fluir	fluya, fluyas, ...
huir	huya, huyas, ...
influir	influya, influyas, ...

   D. **Verbs ending in -IAR, -UAR, and REUNIR**: Accent I or U in the "shoe" forms.

confiar	confíe, confíes, ...
continuar	continúe, continúes, ...
enviar	envíe, envíes, ...
guiar	guíe, guíes, ...
reunir	reúna, reúnas, ...

E. **Verbs ending in -EÍR**: Change E to I and accent I in the "shoe" forms.

freír	fría, frías, ...
refreír	refría, refrías, ...
reír	ría, rías, ...
sonreír	sonría, sonrías, ...

THE FUTURE INDICATIVE The future tense in Spanish has two basic uses: To replace English "will" or "shall" and to express probability. Note its use in the following examples:

--¿Qué hora es? --**Serán** las tres. (It's probably 3 o'clock.)
Un momento. **Iré** contigo. (Just a moment. I'll go with you.)

The forms of the future (and the conditional in the next section) **use the entire infinitive or a modified infinitive** plus the following endings:

-é	-emos
-ás	-éis
-á	-án

1. **Regular Verbs.** Use the **infinitive** plus the above endings for -AR, -ER and -IR verbs. For example:

   Estudiaré para el examen mañana.
   (I'll study for the test tomorrow.)

   Los Gómez **venderán** su casa pronto.
   (The Gomezes will probably sell their house soon.)

   Recibirás mi respuesta esta tarde
   (You'll receive my response this afternoon.)

2. **Modified Infinitives.** These groups are easily remembered as the "5-5-2" categories according to their modification.

   A. **Verbs that change E or I to D:**

poner	pondré, pondrás, ...
salir	saldré, saldrás, ...
tener	tendré, tendrás, ...
valer	valdré, valdrás, ...
venir	vendré, vendrás, ...

   B. **Verbs that drop E:**

caber	cabré, cabrás, ...
haber	habré, habrás, ...
querer	querré, querrás, ...
poder	podré, podrás, ...
saber	sabré, sabrás, ...

C. **Verbs that drop E and C:**

decir	diré, dirás, ...
hacer	haré, harás, ...

THE CONDITIONAL The conditional mood is often taught immediately after the future because its forms and uses are parallel. The conditional replaces English "would" or expresses past probability. For example:

¿Qué hora **sería**? (What time could it have been?)

Me dijiste que **vendrías**. (You told me you would come.)

Like the future tense, the conditional uses the **infinitive or a modified infinitive**, to which the following endings (from the imperfect) are added:

-ía	-íamos
-ías	-íais
-ía	-ían

THE PERFECT TENSES These compound tenses parallel English. They use a form of the auxiliary verb ***haber* - to have** and the **past participle** of the main verb. Note the following examples:

Papá todavía no **ha llegado**. (Dad still hasn't arrived.)

Ellos ya **habían comido**. (They had already eaten.)

El avión ya **habrá salido**. (The plane has probably already left.)

1. **Formation of the Past Participle.** Past participles have several uses in Spanish, including as adjectives, nouns, and part of the perfect tenses, in which case **they always end in -O**.

   A. **Regular Verbs**. Verbs ending in -AR drop the infinitive ending and add -ADO. Similarly verbs ending in -ER and -IR drop their infinitive ending and add -IDO. For example:

hablar	hablado
comer	comido
vivir	vivido

   B. **Verbs ending in -AER, -EER, -EÍR, some -UIR, and OÍR.** Place a written accent over I. For example:

caer	caído
creer	creído
huir	huído
leer	leído
oír	oído
reír	reído
traer	traído

C. **Irregular Verbs.** The following verbs have irregular past participles which must be memorized:

abrir	abierto
cubrir	cubierto
decir	dicho
escribir	escrito
freír	frito
hacer	hecho
morir	muerto
poner	puesto
romper	roto
ver	visto
volver	vuelto

2. **Formation of the Perfect Tenses.**

A. **The Present Perfect.** This tense uses the **present indicative** of *HABER* and is used to relate an event in the past to the present. For example:

No tengo hambre porque ya **he comido**.
(I'm not hungry because I've already eaten.)

he	hemos
has	habéis
ha	han

B. **The Pluperfect.** This tense uses the **imperfect** of *HABER* and relates an earlier past event to the recent past. While there is a **Preterite Perfect**, this tense suffices for uses in the past. Note:

Los alumnos no **habían estudiado** suficiente para la prueba.
(The students hadn't studied enough for the quiz.)

había	habíamos
habías	habíais
había	habían

C. **The Future Perfect.** Use the **future** of *HABER* in this tense to relate future actions or to express probability:

Todavía no lo **habrán visto**, ¿verdad?
(They probably haven't seen it yet, right?)

habré	habremos
habrás	habréis
habrá	habrán

D. **The Conditional Perfect**. Use the conditional of HABER in this tense to relate past events.

No habrían ido allí. (They wouldn't have gone there.)

habría	habríamos
habrías	habríais
habría	habrían

E. **The Present Perfect Subjunctive.** This tense is uses the **present subjunctive** of *HABER* to express subjectivity:

Dudan que yo **haya conquistado** al enemigo.
(They doubt that I have defeated the enemy.)

haya	hayamos
hayas	hayáis
haya	hayan

F. **The Pluperfect Subjunctive.** Use the **imperfect subjunctive** of *HABER* to express contrary to fact situations in the past:

Tú no habrías salido si yo te **hubiera llamado** antes.
(You wouldn't have left if I had called you earlier.)

hubiera	hubiéramos
hubieras	hubierais
hubiera	hubieran

THE IMPERFECT SUBJUNCTIVE This tense is used to express contrary to fact statements in the past, or when the verb in the main clause is in the past or conditional. Its formation is simplified by using the **third person plural (*ellos*) form of the preterite** as the stem. Just remove the -RON of that form and add the following endings:

-ra	´-ramos		-se	´-semos
-ras	-rais	OR	-ses	-seis
-ra	-ran		-se	-sen

The *-SE* forms are found primarily in literary works and have been replaced in contemporary use by the *-RA* forms. Here are some examples of the imperfect subjunctive:

Era imposible que yo **terminara** a tiempo.
(It was impossible for me to finish on time.)

Mamá exigió que los hijos **se acostaran** temprano.
(Mom demanded that the children go to bed early.)

Review the **third person plural (*ellos*) form** of thepreterit when working with this tense.

THE PROGRESSIVE TENSES These tenses parallel English in form, but not in use. That is, people who translate directly from English to Spanish misuse or overuse this tense. The progressive is composed of **a form of *ESTAR* or a verb of motion, and the present participle of the main verb**, and emphasizes the ongoing or "right now" nature of the action. Observe the following examples:

No puedo hablar ahorita porque **estoy estudiando**.
(I can't talk right now because I'm studying.)

La niña **entró llorando**.
(The girl came in crying.)

Los médicos aún **siguen buscando** la causa de su muerte.
(The doctors are still looking for the cause of her death.)

The reason these forms are so often misued, especially with *ESTAR*, is because of the assumed one-to-one correspondence between *ESTAR* and the English forms of "being--is, am, are, ...", and the present participle and English "-ing." Unless the ongoing nature of the action is being stressed, the indicative can often express the same idea:

Saco mejores notas porque estudio más este año.
(I'm getting better grades because I'm studying more this year.)

1. **Formation of the Present Participle.**

A. **Regular Verbs:** Verbs ending in -AR drop the infinitive ending and add ***-ANDO***. Verbs ending in -ER and -IR add ***-IENDO*** to the stem:

hablar	hablando	*speaking*
comer	comiendo	*eating*
escribir	escribiendo	*writing*

B. **Stem-change -IR Verbs:** Several -IR verbs make an additional change of the stem vowel of **O-U or E-I** before adding *-IENDO*:

decir	d**i**ciendo	*telling*
dormir	d**u**rmiendo	*sleeping*
morir	m**u**riendo	*dying*
pedir	p**i**diendo	*requesting*
sentir	s**i**ntiendo	*feeling*
venir	v**i**niendo	*coming*

C. **Verbs ending in -AER, -EER, -UIR, and OÍR:** Change the I of *-IENDO* to Y:

caer	ca**y**endo	*falling*
creer	cre**y**endo	*believing*
fluir	flu**y**endo	*flowing*
huir	hu**y**endo	*fleeing*
leer	le**y**endo	*reading*
oír	o**y**endo	*listening*
traer	tra**y**endo	*bringing*

D. **Irregular Verbs:** The following verbs have unpredictable present participles which must be learned by rote:

freír	friendo	*frying*
ir	yendo	*going*
reír	riendo	*laughing*
sonreír	sonriendo	*smiling*

2. **Formation of the Progressive Tenses.**

A. **With forms of ESTAR:**

están comiendo	*they are eating*
estábamos estudiando	*we were studying*
estará nadando	*she's probably swimming*
estaría durmiendo	*he was probably sleeping*

B. **With Verbs of Motion:**

andar	anduvieron hablando	*they walked talking*
entrar	entraron sonriendo	*they'll enter smiling*
salir	salieron riendo	*they left laughing*
ir	va comiendo	*he goes along eating*
seguir	siguen cantando	*they continue singing*
venir	vienes quejando	*you come complaining*

COMMANDS Spanish commands are more complicated than English for three reasons: There are more than one way of saying "you" in Spanish; some positive commands are different from their negative forms; and two tenses are required, the **subjunctive** or the **imperative**. Look at the chart below to understand these complications:

	Tú	**Vosotros**	**Ud.**	**Uds.**	**Nosotros**
+	imperative	imperative	subjunctive	subjunctive	***vamos a + inf.*** subjunctive
-	subjunctive	subjunctive	subjunctive	subjunctive	***no vamos a + inf.*** subjunctive

The **tú** and **vosotros** forms are called **familiar commands**, the **Ud.** and **Uds.** forms are **formal commands**, and the **nosotros** forms are **indirect commands**, translated as "Let's ..." Observe the following examples of these various commands:

No hables en voz tan alta. (Don't speak so loudly.)
Toma tu sombrero y **póntelo.** (Take your hat and put it on.)
Lea Ud. más despacio, por favor. (Read slower, please.)
Vamos a bailar. *or* **Bailemos**. (Let's dance.)
Clase, **no se vayan** Uds. todavía. (Don't leave yet.)
Venid compañeros. **Sentaos**. (Come in friends. Sit down.)

Notice from some of the above examples that two rules about pronouns apply depending on the command forms: In front of positive commands and attached to the rear of negative forms.

1. **Positive Familiar Commands**. These are the ***tú*** and **vosotros** forms telling someone with whom you are informal to do something.

   A. **Regular Verbs:** For ***tú***, simply use the **third person singular form of the present indicative** (see pp. 2-4).

hablar	Habla (tú).	*Speak*.
comer	Come (tú).	*Eat*.
repetir	Repite (tú).	*Repeat*.

   For ***vosotros***, simply replace the -R of the infinitive with a D for all verbs. However, if the reflexive pronoun ***os*** is added, the -D is dropped, except for the verb *IRSE*, which retains the -D:

hablar	Hablad.	*Speak*.
comer	Comed.	*Eat*.
venir	Venid.	*Come*.
sentarse	Sentaos.	*Sit down*.
irse	Idos.	*Go away*.

   B. **Irregular Verbs:** You should quickly recognize the following verbs which have irregular positive commands:

decir	Di la verdad.	*Tell the truth*.
hacer	Haz tu tarea.	*Do your homework*.
poner	Pon la mesa.	*Set the table*.
salir	Sal ahorita.	*Leave right now*.
tener	Ten paciencia.	*Be patient*.
venir	Ven acá.	*Come here*.

   There are no irregular positive ***vosotros*** commands, except *IRSE*, noted above.

2. **Negative Familiar Commands.** Simply use the **present subjunctive** (see pp. 7-9) of the verb for both singular and plural forms:

No te vayas.	*Don't leave*.
No os sentéis.	*Don't sit down*.
No hables.	*Don't talk*.
No volváis.	*Don't return*.

3. **Positive and Negative Formal Commands.** Both the singular (Ud.) and plural (Uds.) forms use the **present subjunctive** to express positive and negative commands (see pp. 6-8). However they differ in the location of object pronouns--in front for positive and attached to the rear of negative forms. Note these examples:

Tráigamelos.	*Bring them to me*.
No salgan todavía.	*Don't leave yet*.
Coma más despacio.	*Eat more slowly*.
Véndanmelo ahorita.	*Sell it to me right now*.

4. **First Person Indirect Commands.** Spanish also classifies the idea of "Let's ..." as a command form, although indirectly. There are two ways of expressing this command: By using the ***nosotros* form of the present subjunctive** or with ***vamos a ...***. Observe the following examples:

Bailemos.	Let's dance.
No se lo digamos.	Let's not tell it to her.
Vamos a comer ahora.	Let's eat now.
Traigámoselo.	Let's bring it to her.

The only exception to the above rule is the verb *IR*, which uses the present indicative:

Vamos a casa.	Let's go home.

THE PASSIVE VOICE All the above verb forms are used for **active** sentences. But passive sentences also exist in Spanish, although to a lesser degree than in English. There are two ways of expressing the passive voice in Spanish.

1. ***SER* + Past Participle + *POR* + Agent.** The "true" passive voice is expressed by the above formula. Note its use below:

   Las ciudades **fueron fundadas por** los españoles.
   (The cities were founded by the Spaniards.)

   Tenochtitlán **fue destruída por** Cortez.
   (Tenochtitlán was destroyed by Cortez.)

   Las cartas **serán entregadas por** el cartero.
   (The letters will be delivered by the postman.)

   Note that the form of SER can be in several tenses, singular or plural, and that the past participle **agrees** with the object (cartas--entregadas).

2. **Using The Reflexive Construction.** In cases where the agent is not expressed or is unimportant, the reflexive pronoun ***SE*** is used with the **third person singular or plural** of the verb. This construction is often used in newspaper advertisements and can be translated as "one ...". Note its use in these examples:

   Se necesita secretaria.
   (Wanted--secretary.)

   Aquí **se hablan** español y francés.
   (Spanish and French are spoken here.)

   ¿Cómo **se dice** ...?
   (How does one say ...?)

   Así **se hace**, ¿no?
   (This is how it's done, right?)